

**Water/Wastewater Commissioners’
Meeting Minutes
April 29, 2014**

Present: Dale A. White, Vice-Chairman
Robert E. Courage, Member
David Boucher, Director
Evelyn Gendron
Absent: Michael E. Putnam, Chairman

Call to Order

Vice-Chairman White called the meeting to order at 6:05 p.m.

Non--Public Session

Commissioner Courage made the motion to go into non-public session at 6:05 p.m. for the purpose of discussing land, per RSA 91-A:3,II(d). Vice-Chairman White seconded the motion. All voted in favor. At 6:46 p.m. Vice-Chairman White made the motion to exit the non-public session and return to the public session. Commissioner Courage seconded the motion. All voted in favor. Vice-Chairman White announced that the decision was made during the non-public session to seal the non-public meeting minutes.

Decisions

Approval of Meeting Minutes – Commissioner Courage made the motion to approve the minutes of the April 15, 2014 meeting as presented. Vice-Chairman White seconded the motion. All voted in favor.

Request for Water Abatement/Refund - 1 Nashua Street – Director Boucher said because the water meter and meter interface unit had been removed and not returned by the previous property owner, the minimum flat fee should not have been billable to the current owner of the property. Following discussion and Director Boucher’s recommendation to approve the abatement request, Commissioner Courage made the motion to approve this \$85.10 water abatement/refund request. Vice-Chairman White seconded the motion. All voted in favor. Director Boucher will investigate and pursue the return of the water meter and interface unit from the previous owner.

Discussion/Information Items:

West Elm Street Surveying & Engineering Project Update – Commissioner Courage said project information and cost estimates should be assembled in anticipation of preparing a March 2015 Town Meeting warrant article. Vice-Chairman White agreed. He said the reality is that the NH DOT will be upgrading West Elm Street; the Water Utilities Department and commissioners should not miss the opportunity to demonstrate due care and concern. The state typically institutes a moratorium for several years after road improvements regarding utility excavations. Now is the time to explore the feasibility

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of extending the water main along West Elm Street. Commissioner Courage concurred there had been a five year moratorium on utility work following Milford's Downtown/Oval improvements. Director Boucher said West Elm Street will be paved during 2016 and wonders whether Wilton would be interested in a water connection with Milford within five years of the state's paving. Mr. White said he contacted Mr. Tom Schultz, Chairman of the Wilton Water Commission, who also serves as a Wilton Sewer Commissioner, to arrange a discussion at the end of the week regarding the possibility of a future water connection extending from Milford into Wilton. This conversation may prove beneficial prior to presenting a warrant article at Milford's Town Meeting. He added that no one can predict today who the board members will be in five years, nor project priorities, or project cost levels. Commissioner Courage recommended Director Boucher address betterment charges in this year's water rate study. Director Boucher agreed and made note. Vice-Chairman White said, from a municipal point-of-view, development opportunities are limited due to space constraints along the West Elm corridor between the railroad tracks and the Souhegan River. He said extending the water main would increase the potential of future development of the properties and provide a needed fire suppression system to this area of town. Postscript note: please refer to the commissioners' on-line meeting minutes of December 10, 2013 for additional background discussion on this topic at milford.nh.gov, Water Utilities Department, Water & Sewer Commissioners, Meeting Minutes.

Comprehensive Wastewater Facilities Plan and Sewer Rate Study – Bid Opening – As Director Boucher unsealed the four bids received, he reported that all four engineering firms met the April 29, 2014 bid submission deadline. Director Boucher said he will review the submissions closely and asked if the commissioners would prefer to schedule a work session prior to the next regularly scheduled meeting or wait until the regularly scheduled May 13th commissioners' meeting to discuss and compare the bids closely. Both Mr. Courage and Mr. White said they would prefer to meet prior to May 13. Director Boucher will schedule this work session. Bid results read aloud by Mr. Boucher were as follows:

	<u>Comprehensive Wastewater Facilities Plan With Add-Ons</u>	<u>Sewer Rate Study</u>
Weston & Sampson	\$ 62,342.00	\$15,320.00
Wright-Pierce	\$107,900.00	\$39,900.00
Stantec Consulting	\$ 55,986.00	\$22,014.00
Underwood Engineers	\$ 34,900.00	\$ 9,900.00

Vice-Chairman White asked Director Boucher to review and summarize the bid responses received and prepare a recommendation.

Septage Receiving – Surrounding Towns – Director Boucher apprised the commissioners of the April 24, 2014 letter he sent to the NH DES and US EPA regarding the plan to expand receiving septage from neighboring towns anytime after May 1st, but realistically may begin the second week of May. Staff will monitor effluent copper levels and septage loadings. If it is determined that the increased septage receiving activity is hindering copper removal efforts, it will be necessary to discontinue accepting

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septage from towns outside of Milford and Wilton. He said there are two levels of septage pricing: \$70/1,000 gallons for Milford/Wilton and \$80/1,000 gallons for the surrounding towns. When a septage hauler delivers a split load, such as a Milford/Wilton source combined with an Amherst source, the higher rate will be charged for that entire septage delivery. Mr. Boucher will contact the NH DES to confirm the state's authorization to proceed.

West Elm Street Surveying & Engineering Project Update – Mr. Boucher said five copies of the April 4, 2014 Elm Street plans submitted to the NH DES by Mr. Jeff Kevan, T. F. Moran, were received at the Water Utilities Department this afternoon. He distributed Mr. Kevan's April 29, 2014 Transmittal Letter and explained the remarks. A waiver may be needed from the NH DES. Due to the size and location of the Penguin Mart sign's electrical box within the curb, the proposed water main extension work would necessitate encroachment onto Elm Street within six feet of the sewer main. Redirecting behind the sign is not an option due to fuel tank locations. Mr. Boucher will review the plans with the Water and Sewer Department foremen. Obtaining easements from three properties near the bridge, close to Wilton, will be necessary. Easement issues are not anticipated. Mr. Kevan indicated to Mr. Boucher that he will maintain close contact with the railroad, which takes no exception with project concepts. The DOT and railroad right-of-ways may overlap in one project area at the East end. The recently received plans will be reviewed further by the Water Utilities Department staff so that Mr. Kevan may finalize the plans. Milford specs and construction guidelines will be adhered to. Vice-Chairman White is pleased that the Commissioners and Water Utilities Department have accomplished what they set out to do.

Milford/Wilton Inter-Municipal Agreement – Discussion postponed until the next meeting since there is no new information.

Activities Report – Reviewed by the commissioners. Director Boucher noted Commissioner Courage's recommendation that the Collection System crew patch and repair the breakage surrounding sewer manhole frames, adding that water and sewer personnel are working together to pave road sections affected by winter water main breaks and to restore disturbed lawns.

Miscellaneous Water Utilities Department Project Updates – Following discussion of a question previously raised by Chairman Putnam as to when to plan the replacement of the water main section on Ridgefield Drive in the vicinity of 44 and 55 Ridgefield Drive, where two water breaks had occurred (one during 2013 and one during 2014). Director Boucher recommended no action be taken at this time to expend funds for this section of the water distribution system since the Public Works Department had not announced an intention to pave Ridgefield Drive. Mr. White agreed, adding that 90% of water main failures are because of deficient backfill, not because of pipe failures. Mr. Boucher distributed the April 17, 2014 Joint Loss Management Sub-committee's follow-up inspection report of the Water Utilities Department, which referenced the March 25, 2014 Department of Labor inspection findings. Commissioner Courage inquired of other town department projects that would affect the Water Utilities Department. Mr. Boucher believes the Capron Road/Stoney Bridge project may be on hold for now. Vice-Chairman White said the St. Joseph Medical Center and the Cumberland Farms projects will proceed in East Milford. Mr. Boucher is unsure of the status of the Hutchinson Point/Ducal project. Director Boucher said Trojan Technologies sent notification that the ultra-violet disinfection system currently used in the wastewater treatment process will only be supported through March 2015. Mr. Boucher said funding to replace/upgrade the U.V. system might be possible through PSNH, and this will be addressed in the comprehensive wastewater facility plan. Vice-Chairman White inquired of the

compost operations. Mr. Boucher said operations are proceeding well. A rep from NH DES was on-site recently to collect a belt filter press sample. There were no issues with the weight of the two truckloads of sludge transported to Merrimack today. Water Utilities staff has been asked to be vigilant to not load beyond 73,000 pounds, and to measure by the buckets, since the load limit can be easily exceeded when the sludge's moisture content is high. An extra trip to Merrimack with two lighter loads is better than overloading the sludge container. The reclaimed woodchip pile will be rescreened. Mr. Boucher will follow up with Ms. Tammy Scott, Transfer Station Supervisor, regarding the truck's third axle repair/weight limit certification status. Vice-Chairman White inquired of the collection crew's inability to lend equipment to the Public Works Department to flush a drain line, which he had learned about while at the DPW office for another matter. Director Boucher explained the collection system crew didn't outright refuse assistance. Rather, the decision to decline assistance was made to avoid damage to the collection system equipment, which includes a new, smooth hose, which would become damaged while trying to travel through the drain line's corrugated steel material. Mr. Boucher said this recent request had been declined due to a previously unsuccessful attempt using the same collection system equipment. Mr. Boucher characterized this as a communication misunderstanding, not a failure to cooperate interdepartmentally.

Future Appointments/Meetings:

The next regular Commissioners' meeting will be Tuesday, May 13, 2014 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Vice-Chairman White made the motion to adjourn the meeting at 7:56 p.m. Commissioner Courage seconded the motion.

Dale A. White, Vice-Chairman

Date

Robert E. Courage, Commissioner

Date